

## Reuse Paper Pilot

### 1. What is it?

- How many folks aware of concept to reuse draft paper (printing on one side) used in printers? [All 12 Metro employees attending the meeting.]
- How many are aware that you have access to reused paper for your printing and copier needs at Metro? [12]
- How many have used draft paper from computer? [1]
- How many have used draft paper from walk up to copier? [4]

Six months from now, I am going to send you an email to see if you remembered this presentation (probably no one), but hopefully a few more of you will elect to use this resource.

IF Goal: Sustainable use of paper resources.

World average is about 53 kg/capita/year of paper.

Metro region consumes 394 kg/capita/year of paper, 7.4x world average.

We would have to recycle about 90% of paper into new fiber to have same impact on forest as rest of world.

Strategy: Reduce virgin paper consumption by using every side of every piece of paper.

Reusing paper that has been printed on one side is one action to help us lower our copier paper purchases. The SWR digital machine has one tray/drawer loaded with paper that has been printed on one side. This paper can be used for short 1-page emails, 1-sided drafts for easier editing, personal use (crossword puzzle). Present program has been word of mouth.

Would like to expand awareness and use of reused paper by more WR&O staff. Thanks to Judie Miller re Logistics and Ron Sarver for data to allow evaluation of program.

### 2. How are we doing?

- SWR digital makes about 20,000 images per month. Great variability in monthly number of images -ranges from 15K to 30K.
- Average duplexing rate is consistently 80% for last three years, includes printing and copying. Duplexing rate is percentage of 2-sided images to total images ( $16,000/20,000 = 80.0\%$ )
- Average monthly paper reuse in pilot is 170 images.
- Increase duplexing rate by 1 percentage point so far. ( $16,170/20,000 = 80.9\%$ ).
- Another way to think about it is that 20 percentage points of images were single-sided and reuse paper has reduced single side use by 5%.

### 3. How do I provide reuse paper?

- Deposit copies that are blank on one side in Reuse Box (show). Paper for recycling should be put in big hex box near copier.
- YES: flat, blank side up, letter-size paper only (no legal, large)
- NO: staples, tape, color copies, copies with pictures or heavy black toner coverage, security issues (personnel, confidential business, etc)
- Don't worry about natural curl. The current large collection box does allow paper to ride up the side and overlap so additional curl is created. We could minimize

additional curl by getting a smaller box so the reuse paper has to stack flat and cannot slide to the side.

- Quality Control – I load paper (printed side up) into copier drawer. To minimize curl problem, one can load the new paper into the middle of the stack in the drawer so the new paper has a few days to get “pressed” flat. Also, can make sure the leading right edge is the flat edge and any curl is facing the left edge of the loaded paper.
- Reviewed this process with Jerome from Canon tech rep who said it was OK.

4. How do I access this single-sided reuse paper?

- Copier – walk up. EASY TO DO. Paper select (top middle of main menu screen), Drawer 2 LTR, Done. Ready to copy.
- Printer – at your computer workstation. HARD TO DO. Go to Print screen and select Properties (top right) in Word or Preferences if in Group Wise, then select Paper Source tab, Then Highlight Drawer 2 on the Copier picture, Click on OK, which takes you back to the Print Screen. Ready to Print.

DESIRED IMPROVEMENT TO ELIMINATE BARRIER– Put Drawer Selection on Main Print Screen.

5. Other things I can do

- Multiple images on one page. Easy to Do. Main Print Screen. Lower Right – Increase Pages per Sheet from Default of 1 to 2-4. Good for agendas, minutes, etc.
- Copier Metrics do not apparently show benefit of multiple images per sheet!

PROPOSED NEXT STEPS.

- Meet with support staff to review program.
- Send out an email to other SWR employees about how to access the reuse drawer.
- Add signs at Copier that show how to access this paper for Copy and Print uses.

## MRC DUPLEXING RATES, 2000 to 2002

COPIER SITE	2000	2001	2002	
COPY CENTER 1 (CC)	NA	94%	93%	High speed copier
COPY CENTER 2 (CC)	NA	90%	91%	High speed copier
REM/DRC	58%	57%	<b>60%</b>	
SOLID WASTE & RECYCLING	NA	<b>80%</b>	<b>83%</b>	AKA REM
RIC/IMS	63%	71%	69%	
FINANCIAL MANAGEMENT	40%	40%	39%	
HUMAN RESOURCES	33%	45%	49%	
OPEN SPACES	44%	51%	50%	
PARKS	53%	55%	59%	
OFFICE OF GENERAL COUNSEL	42%	<b>56%</b>	<b>55%</b>	
TRANS (Plan 1)	NA	52%	49%	
GROWTH (Plan 2)	65%	72%	79%	
CREATIVE SERVICES	NA	NA	<b>74%</b>	
EXECUTIVE	63%	<b>77%</b>	<b>79%</b>	
COUNCIL	40%	58%	54%	
RISK	37%	<b>45%</b>	<b>50%</b>	
TOTAL ALL	53%	74%	82%	
TOTAL NO CC	53%	64%	66%	

**BOLD** numbers represent digital copier/printer machines.